

# Tenbury C. E. Primary Academy



Tenbury Primary Academy is a welcoming, inclusive and nurturing family with Christian values at our core. We are dedicated to promoting friendship, compassion and respect to enable everyone to flourish. With courage and perseverance, we aim to be the best that we can be.

**'Therefore encourage one another and build each other up.'**

**Thessalonians 5:11**

# Prospectus

Further information at [www.tenburyceprimary.co.uk](http://www.tenburyceprimary.co.uk)

**TENBURY PRIMARY ACADEMY STAFF**

Mrs Kerri Phelps - Headteacher

Nursery Mrs Liz Price

Reception Mrs Caroline Baker

Year 1 Mrs Fay Wright & Miss Kerrie Higgins

Year 2 Mrs Kate Hickman

Year 3 Mrs Jenny Reeves

Year 4 Mr Daniel Bell

Year 5 Miss Lauren Pullen

Year 6 Mrs Rachel Gittens (Deputy Head) & Miss Jo Archer

Office Administrator / Finance Officer

Mrs Lesley Newall

Teaching Assistants

Mrs Debbie Brittain

Miss Rose Lee

Mrs Jane Perkins

Mrs Kerry Davies

Mrs Kirsty Hatcher

Mrs Wendy Bannister

Mrs Sue Salmon

Miss Helen Hughes

Mrs Louise Leach

Mrs Leza Francis

Mrs Donna Bufton

Mrs Katie Partridge

Mrs Sarah Baldwin

Miss Kacey George

Mr Matt Bell

Caretaker Mr Darren Robson Cleaners

Mrs Pat Butcher

Miss Rose Lee

Mrs Beverley George

Mr Matt Bell

Play Leaders

Mrs Leza Francis

Mr Darren Robson

Miss Rose Lee

Miss Helen Hughes

Mrs Louise Leach

Mrs Sue Salmon

Breakfast Club Leaders: Mrs Sue Salmon,  
After School Club Leaders: Mrs Kirsty Hatcher & Miss Kacey George

**GOVERNING BODY**

Mr Mark Yarnold	(Chair of Governors - Foundation Governor)
Mrs Annette Bryant	(Vice Chair of Governors -Foundation Governor)
Mrs Kerri Phelps	(Headteacher)
Mrs Jayne Beaumont	(Foundation Governor)
Mrs Wendy Bannister	(Non-Teaching Staff Governor)
Mrs Caroline Baker	(Teaching Staff Governor)
Mrs Lesley Bruton	(Foundation Governor)
Mrs Rebecca Da Costa	(Parent Governor)
Mr Dain Pritchard	(Parent Governor)
Mr Tom Jones	(Parent Governor)
Mrs Lesley Newall	(Clerk to Governors)

**Welcome from the Chair of Governors**

Dear Parents/Carers and Friends,

I am pleased to welcome you on behalf of the Governors of Tenbury Primary Academy. Our Governing body is made up of local people who have a wealth of experience to offer and are fully committed to supporting the Head teacher and all the Staff in making Tenbury Primary Academy a safe, caring and happy environment in which every child is actively encouraged to achieve their full potential. As a Church of England Academy we have a strong Christian ethos and as well as preparing our children academically we aim to make them confident , caring and understanding of others, aware of the world around them and prepared for the challenges ahead.

The Governing body will always strive to challenge, provide strategic direction and constantly evaluate the School, thus ensuring that pupils at Tenbury Primary have the very best opportunities that are available.

It is a privilege to be involved with such an inspiring place of learning and to celebrate the achievements of our children.

Mark Yarnold  
Chair of Governors

## OUR ACADEMY AIMS

- To provide a safe, happy and stimulating environment for learning at the heart of the community, in which everyone is special and all are valued and equal
- Help children develop lively enquiring minds and a love of learning, enabling them to reach their full potential and always wanting to learn more
- Encourage tolerance, teamwork and cooperation
- Encourage all to have high self-esteem and the confidence to try
- Build relationships on mutual respect and self-discipline
- Promote understanding and respect for the Christian faith and for the spiritual, cultural and moral values of others, valuing and celebrating diversity and individuality
- Promote healthy lifestyles and living
- Live our Christian values throughout school life, at the centre of everything we do
- Ensure our children are prepared for the next stage in their learning, as well as being ready to make a valued contribution to the school and to the wider community
- Work together to challenge, inspire and motivate all our children to become successful, confident and caring citizens within our diverse world

## PROMOTING VALUES

Christian values underpin everything that we do at Tenbury Primary Academy and are at the heart of all aspects of school life. Parents, pupils, teachers and governors worked together to choose our core Christian values, which are regularly explored in our daily acts of worship and in our school lives. These core values include: Respect, Friendship, Generosity, Perseverance, Compassion, Courage, Thankfulness, Trust, Justice, Service, Truthfulness and Forgiveness.

We look out for examples of our Christian values in action, with children being rewarded with special stickers for each value, which are on display in each classroom. We believe that with everyone encouraging and supporting each other in this way, it really does make our school a very special place!

Through a combination of approaches, the school also ensures that children are able to develop an understanding of the key British values of Democracy, Law, Respect, Liberty, Tolerance of different Faiths and beliefs and an awareness of what it means to be British.

There is a great deal of overlap between all of these values and there are lots of opportunities for children to learn and understand about them, as well as opportunities to practice and live the values within their everyday school and home lives.

### **ADMISSION OF PUPILS**

We are a large rural primary academy and our numbers on roll fluctuate between 200 and 240 and the number admitted annually varies between 25 and 30

There are two areas of the academy where children are admitted, the Nursery and the Reception class. Often the children will transfer smoothly from one to another and all are now part of the academy, although there is no automatic right of entry for children attending Nursery to then attend this academy.

Priority for allocation of places follows our Academy and Worcestershire County Council guidelines. Children with identified Special Educational Needs requirements will be catered for, followed by Looked After Children, followed by Pupils living in the area contributory to this school, which consists of Tenbury Parish (to include Berrington and Westbrook), Bockleton, Kyre, Stoke Bliss, Eastham, Rochford and Knighton-on-Teme, who will be offered places. If spare accommodation within the operational capacity of the academy is available after all these needs have been satisfied, requests from parents living outside the area can be considered. The Academy's full Admissions Policy can be viewed on the website or is available from the office as a hard copy.

### **THE NURSERY**

The Nursery is an important part of our Academy and is run by a member of staff with Early years Teacher Status and highly qualified Teaching Assistants. We accept children from the age of two, either on a paid basis or with 2 year old funding. We have 26 Nursery places at any one session and from the term after their third birthday the children are entitled to 15 hours of free Nursery Education.

Currently morning sessions run from 8.45 am to 11.45 am Monday to Friday and we now have five afternoon sessions per week from 12.30 to 3.30 pm. There is also a lunchtime club on each day to bridge the gap from 11.45 to 12.30. Parents may book children into any extra sessions if they wish, over and above the 15 hours free entitlement and there is a charge of £15 a session for these, the same cost for children under three. The cost of lunchtime club is £3.00, with children bringing their own packed lunch, or a packed lunch/cooked lunch can be ordered from our school kitchen.

Our Early Years Policy determines that if places are over-subscribed, priority will be given to children with additional needs, then to children from the academy catchment area and then to older children.

Please ask in the office also for a copy of the Early Years Policy.



### **STARTING SCHOOL**

Our aim is to keep the Reception classes as small as possible, within our staffing limits, to give your children the best start we can. You can help by providing them with the opportunity to mix with other children before starting school, so they learn to get along happily with others; to talk, to share things and to play. Other important social skills include being able to dress and undress for P.E. and go to the toilet unaided.

Please feel free to bring your children into the classroom when they first start school. After a few days, encourage them to come in without you, to allow them to socialise and develop their confidence. Have the confidence to walk away yourself! They soon settle down in their new world, and will look forward to seeing you there to meet them on time when school finishes. Further information about starting school can be found on the website in the booklets, 'Welcome to Nursery' and 'Welcome to Reception'.

### **TRANSFER TO SECONDARY SCHOOL**

There are close links between our staff and those at Tenbury High Ormiston Academy, to which our pupils usually transfer at the beginning of the Autumn Term following their eleventh birthday. The High School is situated on the Oldwood side of Tenbury and has approximately 400 pupils. They have the opportunity of taking GCSE courses. Those who wish to take 'A' Levels then transfer to a Sixth Form College.

'A' level courses are available at Worcester 6th and Hereford 6th Form and Ludlow College. Vocational courses are available at Holme Lacy, Worcester Technical College and Hereford Art College.

## **THE ACADEMY IN THE COMMUNITY**

The Academy greatly values being part of a close community such as Tenbury, and attempts to reciprocate the support and interest we are shown. We have good contacts with the Library, the Police, the Museum and local fundraising groups. We also have close links with Tenbury High Ormiston Academy and the local Residential Care homes, where some of our pupils often go Carol Singing, or to join in activities with the residents. Every year the children take part in local Community events such as Applefest, Mistletoe Festival, Christmas Festival etc. We have regular visits to the Church for Easter, Harvest and Christmas services, as well as visits linked to different aspects of our R.E. lessons. Through our church links we also support the local Tenbury Food Bank. Some of the children also take part in the local Family Services at St Mary's Church. Members of the local community come into school regularly for 'Open The Book' worship, to participate in our Boys Book Club (BERT - Boys Enjoy Reading Together) and to hear children read throughout the school.

The sense of community is developed in school through our House system. School is divided into four houses: namely Robins (red), Wrens (blue), Thrushes (yellow) and Owls (green). Children are allocated to one of these Houses when they start school, and can gain points by working hard in class, being especially helpful, participating in sports day and so on. House points are collected weekly and announced in our Celebration Worship every Friday.

## **COLLECTIVE WORSHIP AND RELIGIOUS EDUCATION**

We are a Church of England Academy and the Christian ethos is central to all our work in school. The children meet daily for an act of worship, either as a school, or in a class assembly. These are mainly Christian based, but also include teaching and ideas from other faiths and the exploration of moral issues. In addition, the whole school holds an act of worship in our local church, St. Mary's, each term to celebrate Harvest, Christmas, Easter and to say goodbye to our Y6 pupils in our Leavers' Service in the summer.

Collective worship in school can be led by members of staff, our local vicar and our local 'Open the Book Team', who act out Bible stories with the children. Many of our pupils are also encouraged to take a lead in collective worship, planning prayers, hymns and activities through their role as 'Worship Crew' members. This is a daily act of worship, designed to be inclusive for all pupils - any parents/carers who wish their child to be excluded from collective worship should contact the Head Teacher.

Religious Education is taught throughout the school every week. We follow an excellent resource called 'Understanding Christianity', ensuring our children learn the key concepts that underpin Christianity including 'creation', 'incarnation' and 'salvation' and we also teach the children about other faiths including Hinduism, Islam, Judaism and Sikhism. We also visit places of worship linked to our curriculum learning including a church, synagogue, mandir, gurdwara and mosque.

Please see both our Collective Worship Policy and RE Policy, which are on our school website, if you would like further information.



### **PARENTS/CARERS HELP IN SCHOOL**

We are always delighted to welcome parents/carers into the school to work with small groups with the guidance of the teacher. At present, we receive help with reading, craft, gardening and other activities and we are most grateful to parents who generously give their time in this way. If you feel that you would like to help at school in any way please see your child's teacher or the school administrator. Please ask in the school office for more information. We encourage you to become partners in your child's learning by keeping you informed of their progress and giving you the knowledge to be able to help them at home. We value your comments and suggestions. Our Parent Partnership policy outlines further how we work together to support your children.

## PARENT-TEACHER and FRIENDS ASSOCIATION

We are very fortunate to have an active and dedicated PTFA. Every parent/carer of a child in our academy is automatically a member. The Annual General Meeting is usually held within a month of the beginning of each Autumn Term and the officers' names are notified to parents as soon after this meeting as possible. If you would like to help, then come along to one of the regular meetings to find out more information. Every penny raised is spent on the children.

## PUPIL VOICE AT TENBURY PRIMARY:

### SCHOOL COUNCIL



Our School Council has been running for several years.

Why do we have it?

"To make school more fun."

"To organise events for children."

"For children to have a say in the running of the academy."

Who can join?

Anyone from Year 1 to Year 6 can put themselves forward for nomination.

### WORSHIP CREW

We have a Worship Crew made up of children from Y3 - Y6 who meet regularly and help plan, lead and suggest ideas for our daily acts of worship. We usually have so many children who want to be on this committee that we have to change the membership each term, so that everyone has a turn! Every half term, we go on a 'Worship Walk' around our school, looking for good ideas in the quiet reflection areas in each classroom. We also have Worship Crew members in Reception - Y2 who help their class get ready for class worship each week.

### ECO WARRIORS

This is a trusty band of pupils who believe passionately in looking after our environment and supporting our school community to work towards being more sustainable and aware of global issues. Thanks to their hard work, we recently achieved the Eco School Green Flag Award. See our website for more details!



## OUR SCHOOL DAY

Children should not arrive at school before 8.45 am as there is no member of staff on the playground to supervise them. At 8.45 am they can go directly to their classroom to complete an early morning task.

Morning session starts	8.45 am
Registration	8.55 am
Morning Break (KS1)	10.15 - 10.30 am
Morning Break (KS2)	10.30 - 10.45 am
Lunch -	12.00 - 1.00 pm
Afternoon Break (KS1 only)	2.30 - 2.45 pm
(Although all classes have the opportunity to run the Daily Mile around our track!)	
Daily worship	3pm
End of school day	3.30 pm



## BEHAVIOUR and DISCIPLINE

School has a Behaviour and Anti-Bullying Policy, both of which are updated regularly. We want all the children to feel safe and secure in our school. They are encouraged to respect and care for each other, ensuring that no one feels left out or threatened.

We have Golden Rules. These stress the importance of caring for one another and the environment:

- **We are kind and helpful; we do not hurt other people's feelings**
- **We are gentle; we do not hurt anybody**
- **We will work hard; We will not waste our own or other people's time**
- **We look after property; We do not waste or damage things**
- **We listen, we do not interrupt**
- **We are honest; we do not cover up the truth**
- **We play well, we do not spoil other people's games**

We take very seriously any incidences of bullying or other anti-social behaviour and these are recorded and acted upon immediately.

We hold weekly celebration worship where the children's varied achievements are recognised and praised. Certificates and our Christian values stickers are given to pupils who have worked well or shown a caring, responsible attitude to others and demonstrated one of our values in action.

Whilst we emphasise positive behaviour, children who do not adhere to our standards will be subject to a variety of sanctions. These include:-

- the loss of free time
- being sent to a senior member of staff or the Head Teacher
- a period of suspension (fixed term)
- permanent exclusion (in an extreme case)

At all times we will keep you, the parents/carers, informed of any serious or persistent indiscretion. On such occasions we will aim to work closely with you to ensure that any

behaviour or bullying issues are dealt with effectively and do not recur. We will provide your child with the support they may need to help them to achieve this.

A full copy of our Behaviour and Anti Bullying policy is available on request and on the school website and we also issue a shortened version for all parents to read when their child first starts school.



## CURRICULUM

We believe that all children have a right to a broad, balanced and relevant education, which provides continuity and progression and takes individual differences into account. Work in school is designed to meet the requirements of the National Curriculum. We operate a creative, cross-curricular approach - further information on this can be seen on the school website. In addition, on the school website are detailed schemes of work for our Maths and Literacy curriculum for each year group and details of how we teach reading and phonics.

### Forest Schools

Tenbury Primary Academy has committed to delivering 'Forest Schools' to all children throughout KS1. The sessions take place on three days of the week with groups of approximately 10 to 15 children and are led by the Forest School Leader. This equates to a child experiencing Forest School one session approximately every two weeks.



### Activities / Aims of Forest School:

Observation & Understanding of the Natural World (flora, fauna etc )

Use of Tools under Supervision (spades, saws, knives )

Practical Skills Learning (shelter building, fire management , knot tying, gardening etc )

Outdoor Physical Activity (climbing, digging etc etc )

Learning Safe Practice and Individual Limitations

Working with Initiative in Individual and Group Activities

Enjoyment and Fun outside the classroom

The initiative has shown to contribute towards raising standards, especially those children whose communication and social skills have been identified as being below those of their peers.

### SCHOOL DOG

Rosie, the Airedale Terrier, is our school dog. She comes into school on most days and greets children at the gate at 8.45am. Our pupils also get chance to take her for walks around the school field at break times and she will often visit classrooms to see how children are getting on! Rosie is really useful to have around if anyone is feeling a little nervous or worried about something - she is soon able to help them settle in.



## **SEND (SPECIAL EDUCATIONAL NEEDS & DISABILITIES)**

Tenbury Primary Academy is committed to providing an inclusive and holistic education. Additional support is often provided by class teaching assistant's [TA's] directed by the class teacher and SEND Coordinator. The Academy prides itself on early identification strategies supported by experienced TA's who are specifically trained in language and communication. Children across all key stages are supported in small groups for targeted work as appropriate. The SEND Coordinator regularly monitors all interventions and works closely with a variety of outside agencies

The SEND policy is available on request or can be viewed on the school website.

## **HOME/SCHOOL CONTACT**

School operates an open door policy - someone will always be available to talk to you. The academy also has an excellent text messaging service, which gives parents/carers an immediate message to their mobile phones. Every Friday there is a newsletter to keep you in touch with everything going on in school, which is uploaded to the school website and to each child's virtual classroom in Google Classroom. Other information which could be useful to parents such as information on parenting courses/community information is also uploaded to both the website and virtual classrooms.

## **HOMEWORK**

Homework is given on a regular basis to all children and increases as children move into Key Stage 2.

We have a system for topic - related homework called 'Pow'er Projects':

- Children have a choice of activities & are encouraged to work independently, taking responsibility for their learning & using their own initiative at home
- Activities are linked to topic work, providing extended opportunities to cover a range of interests, developing work beyond the classroom
- Parents can be more informed and involved in their child's learning
- All homework completed will have a real purpose and hopefully will add to a child's enthusiasm for the topic. It will be valued and shared with everyone in the class.

### **How do 'Pow'er Projects work?**

At the start of a topic children are given a number of activities, depending on their age, usually under the following headings: design and make it, research and present it, cook it, write it, create it.

As children complete each activity it is brought into school or uploaded to their Google Classroom and shared in class. Points are awarded for each activity completed and children can earn award cards.

In addition to this, the main homework in Key Stage 1 is reading and spellings. We try to foster a love of books from an early age and you as parents / carers play an important role in listening to your child read on a regular basis at home. Every child has a reading diary in which they can record the books they read and this is an important link between home and school. In order to support their mathematical understanding, KS1 children also have a login to 'Numbots' - a fun way of reinforcing their number sense.

In Key Stage 2 reading continues to play an important part of homework and reading to someone at home on a regular basis can still make a big difference to a child's success - questioning your child, encouraging them to think beyond the literal and express an opinion about the text are all vital skills. In Key Stage 2 all children have logins to the 'Accelerated Reader' system, which allows them to take a quiz after reading each book and build up rewards and incentives, as well as progressing through the different levels. Spellings and tables may also form part of homework - as a school we subscribe to a learning platform called 'Times Tables Rockstars', where each child has their individual character which they can earn rewards and incentives for, as they play different times tables games. Year 6 pupils are all provided with SAT revision books at the February parents evening, which are then used extensively in the run up to SAT's.

### **TEACHING ASSISTANTS**

Teaching Assistants are highly valued in school. We have invested much to ensure that there is high quality support for the teachers by providing Teaching Assistant time for all classes in the school. There is at least one Teaching Assistant in each class. Teaching Assistants help by taking small groups for support, hearing children read, helping with administrative tasks, creating stimulating displays and many other day to day tasks. This enables your child's teacher to spend more time planning work, teaching and assessing them.



## **RELATIONSHIPS AND SEX EDUCATION**

We have a Relationships and Sex Education policy which is available to read either on the website or in school on request and this is updated regularly. We deliver a carefully prepared programme which deals with matters relating to Relationship and Sex Education but places it firmly within the Christian context of a caring loving relationship with the family at its centre. We follow a scheme of work called 'My Life' to deliver most of these lessons, at an age appropriate level and, in addition, we are using the 'Goodness and Mercy' resources to support the teaching of RSHE in our Church school.

Sex and Relationships Education is included in our PSHE and Science curriculum. If you wish to withdraw your child from this part of the curriculum you are free to do so by writing to, or seeing the Head Teacher.

## **ACADEMY UNIFORM**

We are proud of our school uniform. We feel it promotes our sense of community where all of our pupils are ambassadors for the school within the local community, but at the same time we always try and keep uniform at a manageable cost for parents:

## GIRLS

- grey skirt/pinafore dress, grey trousers, white blouse/polo shirt, royal blue sweatshirt, cardigan or fleece (with or without school logo), socks/grey tights
- sensible black or blue shoes, not trainers
- blue and white checked dress may also be worn (Summer)

## BOYS

- grey trousers, white shirt/polo shirt, royal blue jumper/sweatshirt/fleece (with or without logo), socks
- sensible black or blue shoes not trainers

## P.E.

Please ensure your child has appropriate uniform kit for P.E. This should consist of blue or black shorts, a white t-shirt (with or without school logo), socks and trainers.

Blue, black or grey jogging bottoms may be worn outdoors in cold weather, along with the school jumper.

The children will be informed when their PE days are each week and will need to come dressed in their PE kit that day. Long hair needs to be tied back for P.E. and for school in general.

Earring studs must be removed or covered with masking tape (by the child).

In Years 3,4,5 and 6 the children go swimming for one term during the school year so a named costume and towel is needed, and a swimming hat is useful for children with long hair. If your child has a verruca, this should not stop him/her swimming, but a plastic sock helps to reduce the risk of infecting others.

## **Where can I buy the uniform?**

Sweatshirts, t-shirts, and cardigans with the school logo on can be purchased from our online supplier MAPAC - please ask at the school office for more information. Book bags with the school motif are available from the school office. **ALL CLOTHING MUST BE NAMED**, including shoes and wellingtons, using waterproof ink or printed/sewn labels. An apron or old shirt can be used for art and craft activities.

If your child does lose an item of clothing then provided it is clearly named it is easy to find and return. Unnamed items are kept in lost property and you are welcome to look through it after school.

## ATTENDANCE

Super  
Cool  
Happy  
On time  
Outdoor play  
Learning

We expect all of our children to be punctual. It is a parental responsibility for children to arrive at school on time. If a child is not here for registration (8.55am), he/she will be marked late.

We have to enter in the attendance registers the reason for any child's absence, so if they are away we therefore require a phone call before 9.30am, with the reason on the morning of absence and any subsequent days of absence.

In line with other local schools, we do not authorise any absences due to holidays - any absence in term time (other than illness) will only be granted in exceptional circumstances. Our attendance and punctuality policy can be viewed in full on the school website [www.tenburyceprimary.co.uk](http://www.tenburyceprimary.co.uk). We encourage Parents/carers not to take children out of school if at all possible, as it can be very disruptive and unsettling to their education. Unauthorised absences have to be recorded on the child's report and are reported on as part of the total unauthorised absences for the school.

Please notify us of any medical or dental appointments. Children are not allowed to leave the premises during the day without your permission, so you are required to collect your child and sign them out if they are attending an appointment during the day.

## MEDICINES IN SCHOOL

All children suffer illness of one kind or another during their school career. If it is absolutely essential that your child should receive medication in school, it must be taken directly by an adult to the School Office for safe keeping and should never be kept in your child's bag. It should be clearly named and you must complete a medicine administration form, available from the office. A medical spoon should also be included where appropriate.

Asthma sufferers often require an "inhaler" or medication to be near at hand. Every pupil will have it stored in the classroom, again so they are easily and quickly accessible. The school must ALWAYS be informed that the child needs medication or suffers from asthma. We keep an asthma register in school with the names of all the children who need medication.

If your child needs to be excused P.E. or swimming on medical grounds, please write to us, indicating how long the child should abstain from these activities. If your child is not well enough to play outside at break, he/she is probably not fit to be in school, but please contact us and we can discuss this together.

The school nurse monitors pupils' growth and well-being. Parents / Carers receive a notification slip to sign for a health surveillance screening and general health check which takes place in Reception and year 6.



## ACADEMY SECURITY

The safety of our children is of paramount importance to us. When visiting school all parents must first report to the main office. Please do not attempt to enter by a side door either before or after the school day. All visitors to the school have to sign the visitors register before being allowed to enter classroom areas. In addition, all members of staff wear identity badges and any visitors will be issued with a visitor pass after being signed in and will be accompanied by a member of staff.

## **SAFEGUARDING/ LOOKED AFTER CHILDREN**

We follow the policy and procedures of Worcestershire County Council. We have a named Designated Safeguarding Lead (Mrs Kerri Phelps), a Deputy Designated Safeguarding Lead (Mrs Caroline Baker) and all staff are trained in applying the safeguarding procedures. We aim to help Parents / Carers understand that the school, like all others, has a duty to safeguard and promote the welfare of all pupils and may need to share information with other agencies if there are concerns about a pupil's welfare. The Safeguarding Policy is available in school if you would like to see it or on the website.

## **PHOTOGRAPHS**

Photographs of individuals, groups and classes are taken each year for you to purchase. At other times children may be photographed by press photographers or for class work and articles to go on the school website. When your child first starts school you will receive a form to complete to indicate whether you are happy for your child to be photographed or not.

If you do not wish your child to be photographed, you must let the school know in writing. If we do not receive a specific instruction from a Parent / Carer, on the form, we will assume we have permission to produce and publish photographs of your child relating to their activities and work at school.



## **HEALTH and SAFETY**

If you bring your child to school by car then please do not park in the bus bay outside the school as this is the main entrance for the majority of our children and is in constant use, or in the school car park designated for staff and visitors.

Fashion jewellery is not allowed in school. The only exceptions are stud earrings not hoops. Necklaces should not be worn as they can be dangerous when children play. All jewellery must be removed for PE lessons.

## SCHOOL MEALS

### 1. MONEY

Tenbury CE Primary Academy is now a cashless school. Any money is now paid through our online system 'School Money'. When your child starts at our school, you will be sent a welcome text, with a link to set up your details. (School meals must be ordered before midnight the day before.)

### 2. MEALS

We have an excellent school kitchen managed by Shire Services, approved caterers, who prepare quality, nutritious meals on site. The daily cost of a hot two course meal is £2.50. Menus are sent home in advance for parents to look at. The kitchen can also provide packed lunches instead, for the same cost. Sandwiches may be brought from home if preferred. All Key Stage 1 pupils eat together at the first sitting and all Key Stage 2 at the second sitting. Applications for free meals based on parents' income, are dealt with by Worcestershire County Council- please ask at school for a form. Families need to complete the form and return it to the school office.

Any meals paid for and not taken due to absence will be credited the following week.

Currently, all KS1 pupils are entitled to have school meals at no cost, therefore we would encourage parents to take advantage and ensure their children have a free hot meal every day! Alternatively, the kitchen can also provide a packed lunch for KS1 pupils free of charge, if you prefer.

The school takes part in the National Fruit Scheme which entitles every nursery and Key Stage 1 child to a piece of fruit each day. There is no cost to parents/carers for this scheme and it encourages children to eat healthily.

### 3. LUNCHTIME DRINKS

Water is freely available on the tables. Fizzy drinks either in bottles or cans are not allowed and neither are glass containers for obvious safety reasons

### 4. SCHOOL MILK

Money is payable in advance (again through the School Money system) for the term, by registering your child online. Information available from the school office. Younger children are entitled to free milk until they are 5 years old.



## TRANSPORT

School transport is provided for pupils who are rising 5's up to 8 years old living more than two miles from the school. For children over 8 years, the distance has to be at least 3 miles.

If your child uses a school bus and wishes to make alternative arrangements, we need to be advised of the change, otherwise the child will be put on the bus. Similarly, if any child wishes to make alternative arrangements at going-home time, e.g. to attend a birthday party, the teacher **MUST** be informed in writing.

All transport queries and bus passes are dealt with by the Education Office, Worcester (tel: 01905 763763). If a bus pass is lost, a replacement will cost £5.00.

For your information we have included a bus timetable with morning pick-up times at the rear of this prospectus.



## EXTRA-CURRICULAR ACTIVITIES

A great variety of extra-curricular activities are enjoyed by our pupils. Activities offered in the past have included football, Lego club, Chess Club, netball, tag rugby, kwik cricket, rounders, multi sports, golf, gardening, choir and a 'Kool Kids' club for the younger children. Every child is encouraged to take part in at least one of these activities. Activities usually run from 3.30 pm to 4.30 pm after school, and sometimes a little later.

We feel it is important for the children to know that school does not end at 3.30 pm but that there are opportunities for learning and fun after the end of the school day.

### MUSIC LESSONS

We have a peripatetic music teacher who comes into school weekly and we are able to offer lessons in the following instruments:- clarinet & flute,. We do have to make a charge for these additional lessons and information can be obtained from the school office. In addition, through the 'Rock Steady' initiative, we are also able to offer lessons in electric guitar, drums and keyboard with an external provider.

All children in Year 3 have the opportunity to participate in weekly recorder lessons and these are provided free of charge to parents, but funded by our P.T.F.A.



### BREAKFAST CLUB/AFTER SCHOOL CLUB

The Breakfast Club opens at 7.30 am in the hall until 8.45 am, when your child will then be taken to their class. Children are supervised by experienced academy staff at all times. A healthy breakfast is on offer, which includes cereals, toast, fruit and appropriate drinks.

Registration forms must be filled in and children must be signed in by the Breakfast Club staff each morning. Forms and more details available from the school office.

The After-School Club runs from 3.30pm - 5.30pm every day and is again supervised by academy staff at all times. The children are provided with a healthy snack eg.

fruit/bagels/toast and a drink and there are a range of activities on offer, including playing outside - weather permitting! Again, please see the school office for more information/registration forms.

### **EDUCATIONAL VISITS**

Visits play an important part in our curriculum. There is nothing better to stimulate interest and curiosity than to visit a historical site or enjoy a play performed in a theatre. Every year different groups/classes in school arrange visits to tie in with the work the children are doing and you will be notified well in advance when these take place.

For all trips that take place in school time, we ask parents for a voluntary contribution to cover the cost. Quite often the cost is already subsidised by school fund or our PTFA.

We also have a popular programme of residential visits for children in Years 5 and 6. These visits alternate between an outdoor activity centre and a UK venue of a contrasting nature. During the activity weeks children are involved in problem solving, working as a team, self belief and challenges which the classroom can't provide. Children also participate in activities such as kayaking, climbing, abseiling, quad bikes, archery etc. Recent U.K. venues which have been visited are Tregoyd in Wales, Bournemouth and Bristol. In addition, we have now started a shorter residential break of 3 days for our Y4 pupils at a local Outdoor and Adventurous Centre at Cleobury Mortimer, giving the children the opportunity to develop a little more independence being away from home and participating in some exciting challenges. Parents/carers are always informed well in advance, in order to be able to pay for the residential in monthly instalments. We would not want the cost of these trips to be a barrier to any of our pupils, therefore we will always subsidise the cost for any of our Free School Meals pupils, if parents request.

### **CHARGES FOR SCHOOL ACTIVITIES**

Both the Governors and DHMAT (our academy trust) are legally bound to make statements on their policy towards Charging and Remissions before any activities can take place: this document is available on the school website or from the school office.

The Governors are entitled to waive or remit in full or in part, any charge they make, but of course they can only do so where there are sufficient financial resources available. If parents have pressing financial difficulties which could result in their child not being able to fully participate in any organised activity, they might like to contact the Head Teacher who will discuss the matter in the strictest confidence.

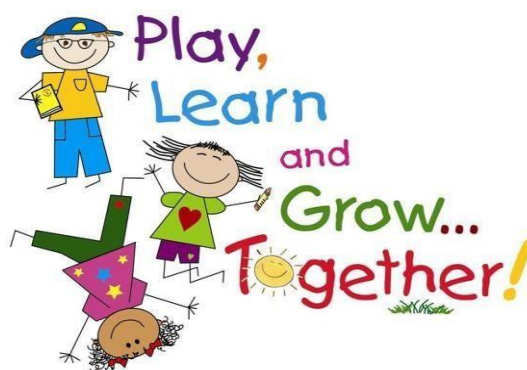
It must be emphasised that the academy will include all children from the class or group if the activity is arranged in school time. Unfortunately, if there are insufficient voluntary contributions, the proposed activity will have to be cancelled.



### BUS TIMETABLES

#### ROUTE 1 ("ROCHFORD")

Eardiston	8.10 a.m.
Orleton Lane	8.20 a.m.
Eastham Hall	8.25 a.m.
New Rd & Broadheath of Hilltop Bank	8.30 a.m. Bottom 8.35 a.m.
Rochford (The Mount)	8.37 a.m.
Rochford (Bus Stop)	
Rochford Council Houses	8.40 a.m.
Tenbury School	8.50 a.m.



#### ROUTE 2 ("KYRE")

Eastham Church	8.05 a.m.
Highwood	8.10 a.m.
Oak Tree	8.14 a.m.
Lower Hanley(Town Farm)	8.20 a.m.
Stoke Bliss(Sweet Green)	8.30 a.m.
Turn Netherwood	8.37 a.m.

Kyre Council Houses	8.41 a.m.
Sutton (Farmers boy)	8.44 a.m.
Sutton (Oak Tree)	8.46 a.m.

ROUTE 3 ("ROMERS COMMON - BOCKLETON")

Top Kyre Bank	8.15 a.m.
Romers Farm Bungalow	8.20 a.m. Romers
Common	8.20 a.m.
End of Common	8.25 a.m. Bockleton
F.S.C.	8.30 a.m.
Grafton	8.35 a.m.

ROUTE 4 ("MAIN ROAD")

Stockton/Teme	8.10 am Eardiston
	8.15 am
Frith Common	8.20 am Broom Inn
	8.30 am Newnham Bridge
	8.35 am
Bickley	8.40 am



Thank you for reading all about our school and we hope it has given you an insight into Tenbury Primary Academy, although it is just a 'snap-shot' of school life. We look forward to offering you a very warm welcome on a visit to our school and would be pleased to show you around and tell you more about our school.

For more information please telephone or call in to our School Reception.

## USEFUL CONTACT NUMBERS



Tenbury C.E. Primary Academy - 01584 - 810234

Tenbury High Ormiston Academy - 01584 - 810304

Worcestershire LA, County Hall - 01905 - 763763

SEN Services - 01905 845579

Worcestershire Parent Partnership - 01905 - 727940

## COMPLAINTS PROCEDURE

As a school in the Diocese of Hereford Multi-Academy Trust (DHMAT), we have a Complaints Policy with clear procedures to follow. This document is available from the school or can be viewed in full on the school website. As an overall guide in the first instance, if there is any concern or, indeed, complaint, the Class Teacher will be the parents' first point of contact. If parents/carers need to take the matter further, an appointment can be made to see the Head Teacher who will explain the procedures for taking the complaint further if required.

